

**FAYETTE COUNTY  
FINAL PLAT APPLICATION**

Owner of Property: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Agent for Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Location: Land Lot(s) \_\_\_\_\_ District: \_\_\_\_\_

Road: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

Total Number of Acres: \_\_\_\_\_ Total Number of Lots: \_\_\_\_\_

Street Access Name: \_\_\_\_\_

Surface Type: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Interior Street Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Nearest Water Line: \_\_\_\_\_  
(If Applicable)

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Received from \_\_\_\_\_ payment in the amount of \$ \_\_\_\_\_ to cover cost of processing this application.

Check No. \_\_\_\_\_ Cash \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date Paid \_\_\_\_\_

I respectfully submit this application and certify that the above information is correct and true to the best of my knowledge.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

# Fayette County Final Plat Checklist

## Planning and Zoning

### TECHNICAL REVIEW COMMITTEE SCHEDULE

The Technical Review Committee (TRC) will meet the second (2<sup>nd</sup>) Tuesday of each month at 10:00 a.m. in Suite 202 of the Fayette County Administrative Complex, 140 Stonewall Avenue West, Fayetteville, Georgia. TRC review will require all initial submittals for Site Plans and Final Plat applications to be submitted to the Zoning Administrator by **the third (3<sup>rd</sup>) of each month by noon**. The application submittal deadline for Preliminary Plats, Rezoning, and Public Hearing Towers will remain the same (first of each month by noon). If the first (1<sup>st</sup>) or the third (3<sup>rd</sup>) of the month falls on the weekend or on a holiday, the deadline is automatically extended to the next working day.

### TRC SCHEDULE FOR 2011 – 2012 FINAL PLAT APPLICATIONS

### **APPLICATION DEADLINE IS 12:00 NOON ON** **DEADLINE DATE WITH NO EXCEPTIONS**

<b>Application Deadline:</b>	<b>TRC Meeting Date:</b>
November 3, 2011	November 9, 2011
December 5	December 14
January 3, 2012	January 10, 2012
February 3	February 14
March 5	March 13
April 3	April 10
May 3	May 8
June 4	June 12
July 3	July 10
August 3	August 14
September 4	September 11
October 3	October 9
November 5	November 13
December 3	December 11
January 3, 2013	January 8, 2013

ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE

<b>NUMBER OF COPIES TO SUBMIT</b>	
SITE PLAN	15
FINAL PLATS	20
PRELIMINARY PLATS	20
REZONING APPLICATIONS	20
PUBLIC HEARING TOWERS	20

# Fayette County Final Plat Checklist

## Planning and Zoning

**Project:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Plan Page#	Included Y/N/NA	(Items marked with * are missing or deficient)
_____	_____	1. Provide County, land district, land lot and subdivision name (Georgia Plat Act).
_____	_____	2. Indicate date of plat preparation; provide scale of drawing, stated and shown graphically (Georgia Plat Act).
_____	_____	3. Provide north arrow and vicinity map.
_____	_____	4. Name, address, and telephone number of owner and/or developer.
_____	_____	5. Name, address, and telephone number, registration number, seal and signature the project's engineer, surveyor, or architect. The design profession must be licensed in the State of Georgia.
_____	_____	6. Provide signature blocks for County approval: Environmental Health, County Engineer, Planning Commission Secretary, Zoning Administrator, and Fire Marshal (§ 5-2.3 of Subdivision Regulations).
_____	_____	7. Provide a legend for all abbreviations.
_____	_____	8. Provide an index of sheets if more than one sheet is provided.
_____	_____	9. Show property lines with bearings and distances of subject property. Provide a matching Warranty Deed and legal description of property (if applicable).
_____	_____	10. Within the general notes, indicate the zoning district; minimum lot sizes; front, side and rear setbacks; and minimum house size.
_____	_____	11. Show all land lot lines; land district lines; land section lines; and city and county boundaries intersecting or adjacent to the property.
_____	_____	12. Provide total acreage of tract, total number of lots, acreage in lots, acreage in right-of-way (R/W) and acreage used for stormwater management.
_____	_____	13. Provide rezoning information, including petition number, date of approval and exact wording of any rezoning conditions (if applicable); and any

# Fayette County Final Plat Checklist

## Planning and Zoning

approved variances including petition number and date of approval (if applicable).

\_\_\_\_\_ 14. Provide Information regarding the preliminary plat, including date of approval by the Planning Commission and exact wording of any related conditions of approval.

Plan  
Page#

Included  
Y/N

(Items marked with \* are missing or deficient)

\_\_\_\_\_ 15. Show front, side, and rear setback lines as dashed lines. Indicate minimum lot width at the front building line, as required by the Planning & Zoning Department.

\_\_\_\_\_ 16. Provide the area of each lot/parcel to the 1/100<sup>th</sup> acre; label the lot numbers; show the bearings & distances of all lots; and identify the parent tract, if applicable.

\_\_\_\_\_ 17. Provide zoning and property owner name and/or subdivision name of all adjacent properties.

\_\_\_\_\_ 18. Indicate how lots will be served by water and sewage disposal.

\_\_\_\_\_ 19. Identify all existing structures and features and label as “to remain” or “to be removed”. Structures to remain must be shown on individual lots and meet all applicable zoning requirements. “Features” include railroads, sewers, bridges, culverts, drain pipes, water mains, cemeteries, etc. Provide a note if there are no existing structures or features on the property.

\_\_\_\_\_ 20. Show all existing and proposed streets on and adjacent to property. Label R/W widths; provide R/W dedication, as needed. Label proposed street names; include house numbers.

\_\_\_\_\_ 21. Show location, purpose, and width of any easements of record. Provide a note if there are no existing easements associated with the property.

\_\_\_\_\_ 22. Indicate the boundaries, area, and proposed site improvements for any recreation areas. Label recreation areas “Not a Residential Building Lot, For Recreational Purposes Only.”

\_\_\_\_\_ 23. The title block shall state: “Final Plat of . . .” A revision to a final plat must state “Revised Final Plat of . . .” and also purpose of revision and date of revision.

\_\_\_\_\_ 24. Contiguous Areas – Provide the following statement: *Each buildable lot has a minimum contiguous area of \_\_\_\_\_ acres that is free and clear of zoning buffers and setbacks, watershed protection buffers and setbacks, jurisdictional wetlands, and easements of any kind.* Section 6-3.3 of the

# Fayette County Final Plat Checklist

## Planning and Zoning

Subdivision Regulations lists the minimum area requirements per zoning district.

Zoning	Minimum District	Contiguous Area Free & Clear (ac)
A-R	2.0	
EST	1.3	
R-85, R-80	1.5	
R-78, R-75, R-72, R-70	0.9	
R-55, R-50, R-45, R-40, R-20, DR-15, C-S	0.6 <sup>1</sup>	Where public water is not available – lots have individual wells
R-55, R-50, R-45, R-40, R-20, DR-15, C-S	0.3 <sup>2</sup>	Where public water is available

Plan \_\_\_\_\_ Included \_\_\_\_\_ Items marked with \* are missing or deficient)  
Page# \_\_\_\_\_ Y/N

\_\_\_\_\_ 25. Application for motorized cart use.

\_\_\_\_\_ 26. Provide the following statements on the face of the plat:

### **OWNER'S CERTIFICATE**

We, the undersigned owner(s) and/or mortgagee(s) of the \_\_\_\_\_ Subdivision, hereby offer to dedicate and/or reserve for public use the rights-of-way, easements and other ground shown on this plat.

Owner	Date	Mortgagee	Date
_____	_____	_____	_____
_____	_____	_____	_____

All property contained within the right-of-way of (insert street name(s)) said roads having at least a minimum of \_\_\_\_\_ foot right-of-way as indicated hereon, are hereby deeded to Fayette County, a political subdivision of the State of Georgia, at no costs to Fayette County upon recordation of said Final Plat with the Fayette County Clerk of Superior Court.

**Comments:**

# Fayette County Final Plat Checklist

## Planning and Zoning

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Approval/Date

Resubmit/Date

**Planning & Zoning Department**  
Administrative Complex - Suite 202  
140 Stonewall Avenue, West  
Fayetteville, Georgia 30214  
(T) 770-305-5421  
(F) 770-305-5305 or 770-305-5258  
E-mail: [zoning@fayettecountyga.gov](mailto:zoning@fayettecountyga.gov)

# Fayette County Final Plat Checklist Engineering

Project: \_\_\_\_\_

Applicant: \_\_\_\_\_

Plan Page#	Included Y/N	Items marked with * are missing or deficient
_____	_____	27. Georgia Plat Act – accuracy statement and note of equipment used.
_____	_____	28. Georgia Plat Act – Show the direction and distance from a point of reference to a point on the boundary of the survey. The point of reference shall be an established, monumented position which can be identified or relocated from maps, plats, or other documents on public record.
_____	_____	29. Georgia Plat Act – Show the closure precision of the field survey. This may be stated as follows: <i>“The field data upon which this map or plat is based has a closure precision of one foot in _____ feet, and an angular error of _____ per angle point, and was adjusted using _____ rule.”</i>
_____	_____	30. Georgia Plat Act – Show the closure precision of the data shown on the plat. The closure may be stated as follows: <i>“This map or plat has been calculated for closure and is found to be accurate within one foot in _____ feet.”</i>
_____	_____	31. Georgia Plat Act – State the type of equipment used to obtain the linear and angular measurements used in preparation of the plat.
_____	_____	32. Surveying – Provide line and curve data for all right-of-way, parcel/lot boundaries, and easements. Line data shall include bearing and length. Curve data shall include the arc length, radius, chord length and chord bearing.
_____	_____	33. Surveying – Street centerline curve data shall include the deflection angle (delta), radius, length and tangent.
_____	_____	34. Surveying – Lengths shall be expressed to the nearest one-hundredth (1/100 <sup>th</sup> ) of a foot. Angles shall be shown to the nearest minute. The error of closure shall not exceed third order accuracy (one in five thousand).
_____	_____	35. Corner Lots – Fillet (20-ft radius) or chamfer corner property lines at street intersections.
_____	_____	36. Street Length – Indicate the length of each street in the Subdivision.

# Fayette County Final Plat Checklist Engineering

Plan      Included      Items marked with \* are missing or deficient  
Page#      Y/N

\_\_\_\_\_      \_\_\_\_\_      37. Provide the following statements on the face of the plat:

## **SURVEYOR'S CERTIFICATE**

I hereby certify that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision; that all monuments and infrastructure shown hereon actually exist or are marked as "future"; and their location, size, type and material are correctly shown.

By: \_\_\_\_\_  
GA Registered Land Surveyor – Signature and License Number      Date

## **ENGINEER'S CERTIFICATE**

I hereby certify that accepted engineering practices and design methods were used to establish the layout of this development; that the streets, drainage structures and other design features have been constructed according to the development's approved Construction Drawings; and that all applicable requirements of Fayette County's Development Regulations and Subdivision Regulations have been fully complied with.

By: \_\_\_\_\_  
GA Professional Engineer – Signature and License Number      Date

**Submittals** – The following submittals and checks shall be satisfied prior to final plat approval.  
Items marked with \* have not been received

Start	Finish	
Date	Date	
_____	_____	38. Core Sample Report (§8-49.2)
_____	_____	39. Soil Density Tests (§8-49.2)
_____	_____	40. Utilities – power, gas and water installed (§7-10.2 of S/D regulations)
_____	_____	41. Performance Bond (§8-1 and 8-2 of S/D regulations)
_____	_____	42. Maintenance Bond (§9-1 of S/D regulations) <b>Amount \$</b> _____
_____	_____	43. <u>Engineering Department final inspection. (Call Department to schedule.)</u>



# Fayette County Final Plat Checklist Engineering

## Comments:

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### **Engineering Department**

115 McDonough Rd.

Fayetteville, Georgia 30215

(T) 770-461-3142

(F) 770-719-0871

E-mail: [engineering@fayettecountyga.gov](mailto:engineering@fayettecountyga.gov)

Engineering Department Resubmit/Date

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Engineering Department Approval/Date

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# Fayette County Final Plat Checklist

## Stormwater

Project: \_\_\_\_\_

Applicant: \_\_\_\_\_

Plan Page#	Included Y/N	Items marked with * are missing or deficient
_____	_____	44. Monuments – Show the location, material and description of all monuments.
_____	_____	45. Monuments – Provide a permanent benchmark on site, per §5-2.5 of the Subdivision Regulations.
_____	_____	46. Easements – Delineate and label all easements.
_____	_____	47. State Waters – Show all state waters within the subdivision and all state waters around the property that have floodplain, wetlands, or watershed protection buffers and setbacks that extend into the subdivision property. Provide a note if there are no state waters.
_____	_____	48. Watershed Protection – Delineate watershed protection buffers and setbacks per Article VII of the Development Regulations. Label as “Watershed Protection Buffer” and “Watershed Protection Setback”. Show the 1,000-ft watershed protection impact boundary, if applicable.
_____	_____	49. Floodplain – Provide a flood hazard certification statement. Reference the FIRM panel number and date.
_____	_____	50. Floodplain – Delineate and label all flood hazard areas (natural and man-made). Provide 100-year flood elevations for each hazard area. Reference the source(s) of any flood hazard data shown on the final plat.
_____	_____	51. Floodplain – Indicate the contiguous area outside floodplain for each lot containing a flood hazard area. Buildable lots shall have fifty percent of the minimum lot size or one acre, whichever is greater, outside any flood hazard areas.
_____	_____	52. Floodplain – Establish a minimum finish floor elevation (MFFE) at least 3 ft above the 100-year flood elevation for each lot containing a flood hazard area.
_____	_____	53. Wetlands – Delineate all jurisdictional wetlands. Identify the source of the wetland delineation. Include the following statement, if applicable, or provide a note if there are no wetlands on the property. <i>“Wetlands shown on this plat are under the jurisdiction of the U.S. Army Corps of Engineers. Property owners may be subject to penalty by law for disturbance to these wetland areas without proper authorization.”</i>
_____	_____	54. Soils – Show and label the limit of hydric soils. Reference the source of the soil data/delineation.

# Fayette County Final Plat Checklist

## Stormwater

Plan            Included            Items marked with \* are missing or deficient  
Page#            Y/N

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 55. Stormwater – Identify and label all stormwater management control structures (inlets, pipes, headwalls, BMPs, etc.) within the project. The nomenclature should match that used for the project's <i>Inspection and Maintenance Agreement for Stormwater Management Controls</i> . Stormwater controls shall be on common property. |
| _____ | _____ | 56. Include the following statement: "Fayette County does not accept the ownership, maintenance or responsibility for any drainage easement or overall drainage plan, or the lack of one, indicated by this plat. "   |
| _____ | _____ | 57. Include the following statement:  |

### **STORMWATER MANAGEMENT INSPECTION & MAINTENANCE**

The property conveyed herein is subject to the restrictive covenants of the \_\_\_\_\_ Homeowners Association and an *Inspection and Maintenance Agreement for Stormwater Management Controls* recorded in Deed Book \_\_\_\_, page \_\_\_\_\_. Failure to satisfy the inspection and maintenance requirements of the above-referenced agreement may result in enforcement action by the County, including but not limited to, judgment liens against the property owners and/or Homeowners Association. The inspection and maintenance agreement is recorded with the Clerk of Courts. A copy of the agreement is available at the Fayette County Engineering Department.

**Submittals** – The following submittals and checks shall be satisfied prior to final plat approval.

- | Start<br>Date | Finish<br>Date |  |
|---------------|----------------|--|
| _____         | _____          | 58. Soil Density Tests (§8-49.2)   |
| _____         | _____          | 59. Storm Sewer Installation Report (§8-454(F))                              |
| _____         | _____          | 60. PE Construction Inspection Reports of Stormwater Controls (§8-455(A))    |
| _____         | _____          | 61. PE Stormwater System Final Inspection and As-Built Plans (§8-455(B))     |
| _____         | _____          | 62. Stormwater Management Operations & Maintenance Plan (§8-453(B)(10))      |
| _____         | _____          | 63. Inspection and Maintenance Agreement for Stormwater Controls (§8-453(C)) |
| _____         | _____          | 64. Master Erosion and Sedimentation Control Plan for House Construction     |
| _____         | _____          | 65. Installation of Improvements (§7-8 of S/D regulations)                   |

## Fayette County Final Plat Checklist Stormwater

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 66. Grassing and Erosion Control (§7-9 of S/D regulations)   |
| _____ | _____ | 67. Performance Bond (§8-1 and 8-2 of S/D regulations)   |
| _____ | _____ | 68. Maintenance Bond (§9-1 of S/D regulations) <b>Amount \$</b> _____  |
| _____ | _____ | 69. Street Light Petition (§4-2.5 of S/D regulations)  |
| _____ | _____ | 70. Electronic copy of plat in state plane coordinates (§4-2.5 of S/D regulations)( NAD-83, Georgia West Zone 1002). |
| _____ | _____ | 71. Stormwater Department final inspection. (Call Department to schedule.)   |

### Comments:

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**Stormwater Management Department**  
140 Stonewall Avenue West, Suite 203  
Fayetteville, Georgia 30214  
(T) 770-305-5410  
(F) 770-305-5256  
E-mail: [stormwater@fayettecountyga.gov](mailto:stormwater@fayettecountyga.gov)

Stormwater Management Department  
Resubmit/Date

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Stormwater Department Approval/Date

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